



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 4.14**

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**Subject: Fixed Post Assignments**

**Supersedes: DCS 02/01/98**

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 02/01/98**

**Revision date:**

### **Application**

To All Youth Development Center Superintendents and Youth Development Center Personnel Assigned to Fixed Posts.

**Authority:** TCA 37-5-106

### **Policy**

Fixed post assignments and re-assignments shall comply with all rules and regulations of the Civil Service Commissioner, the Tennessee Department of Personnel and with the guidelines of the Department of Children's Services. A post will be considered a fixed posted when it requires continuous coverage throughout a specific period of time such as that when an employee leaves the post for any reason he/she must be replaced with another employee. Relief pools shall be established to facilitate such assignments unless it can be demonstrated not to be feasible due to local conditions or that an alternative method of relief coverage has been proven to be more efficient.

### **Procedures**

**A. Facility needs  
regarding fixed  
posts**

General:

- a) The youth development center's needs must be the primary consideration in the assignment and re-assignment of security personnel.
- b) Facility needs must be determined by the superintendent/designee as they apply to all assignments within his/her facility.
- c) Employee preference may be considered in making job assignments. However, when personal preference and

facility needs conflict, the latter shall prevail.

- d) Dissatisfaction of an employee with the hours or days off assigned to a particular post is not to be considered in the determination of facility needs and will not be considered an appropriate matter for an employee grievance.

**B. Responsibilities  
regarding shift  
rosters**

- 1. The superintendent/designee will charge a supervisor level staff member with the overall responsibility for the development and maintenance of Form CS-0242 *Shift Rosters*. The supervisor or manager has final authority for planning assignments and annual review on behalf of the superintendent and subject to his/her approval.
- 2. A master roster, by shift, designated by a numbered, fixed post and the relief for these posts must be submitted to the assistant commissioner for departmental treatment facilities for approval and signature prior to July 10 of each fiscal year. Any changes to this master roster during the fiscal year must have prior written approval of the assistant commissioner for departmental treatment facilities.
- 3. When it becomes necessary for a shift leader to make temporary variations because of illness, emergency situations, etc., the changes must be posted to the roster in such a fashion as to show both the planned and the actually accomplished assignment of personnel.
- 4. Form CS-0242 *Shift Rosters* and vacation schedules showing adjustments which actually occurred must be maintained for three years.

**C. Post audits**

- 1. An actual post assignment audit may be accomplished by security specialists designated by the assistant commissioner of departmental treatment facilities as needed. Discrepancies will be presented to the assistant commissioner for his/her approval or further action after consultation with the superintendent.
- 2. Discrepancies noted in the audit will be corrected by revision of the shift roster or by revision of Form CS-0243 *Daily Post Assignments* schedule.
- 3. The superintendent/designee must personally review the shift assignment practices of his/her facility quarterly and report findings in the quarterly report. The superintendent may request the assistance of a central office security specialist or an experienced security person from another facility of the department of Children's Services in connection with these periodic reviews.

**D. Regular day off relief**

- ◆ Regular days off may be no less than forty-eight consecutive hours.
- ◆ Regular day off relief will be scheduled to meet facility needs and distributed as evenly as possible throughout the week.
- ◆ Regular days off are assigned to a post, not to an employee. The re-assignment of an employee to a post with different days off requires that person to change his/her regular day off schedule.
- ◆ Every reasonable effort will be made to avoid split relief's in establishing and revising shift rosters. When a split relief schedule is unavoidable in order to make the best reasonable use of the positions available, the "double-back" shall be at least eight hours. That is, a double shift in order to accommodate split relief is not permitted.
- ◆ When a split relief schedule is used, every reasonable effort will be made to schedule favorable days off for the relief post.

**E. Annual leave relief**

1. Annual leave relief for fixed posts must be scheduled as evenly as possible throughout the year.
2. Annual leave will be bid for on a semi-annual basis beginning January 1 and July 1 of each calendar year. Bids must be submitted by the fifteenth of each bidding month. The schedule will be completed and posted so as to be accessible to all concerned employees no later than February 1 and August 1, following each bidding month.
3. Total departmental seniority, including the Department of Correction time prior to July 1, 1989 will be the basis of "bidding" for annual leave only once each year and shall be the only application of seniority.
4. While lesser amounts of annual leave may be granted from time to time upon recommendation of a shift leader and to accommodate unforeseen circumstances facing the employee, regular annual leave will be scheduled in full-week multiples. Previously earned compensatory time may be used to extend or "round off" a scheduled vacation. However, an employee may not be allowed to accumulate compensatory time off credit for the express purpose of extending or "rounding off" a desired vacation schedule. Any accrued comp time must be used before annual leave unless annual time is subject to rollover.
5. Employees may schedule more than one vacation provided that there is sufficient relief capacity. In such an event, the

employee must designate which vacation (which may consist of one or more leave periods) is to be considered his/her first choice and, therefore, to be scheduled in accordance with a "bid" based on his/her seniority within the job classification. "Bids" for an employee's second or subsequent choice(s) will be treated as though the individual were at the bottom of the seniority list. A second round of bidding may, however, proceed in seniority order just as with the first choice bidding if the leave periods within a six-month period are not exhausted.

6. A seniority-with-the-job classification listing will be prepared by the youth development personnel officer and made available to the assignment officer by the first of the month preceding the bidding period. Seniority will be rated effective as of that date and will be defined as set forth by the Department of Personnel. The person at the top of such listing will have the first opportunity to select his/her choice leave period(s) from a schedule prepared by the assignment officer. The second person on the list selects his/her leave preference next and so on, through the least senior employee in a given classification.
7. Scheduled annual leave periods must be consistent with the shift assignment roster. Annual leave should commence on the first regularly scheduled workday after an employee's two days off. The leave should conclude at the end of the week's final workday for each employee on the roster of post assignments.
8. Vacation schedules will be posted at least fifteen calendar days before the beginning of the semi-annual leave period. Thereafter, any changes in vacation schedules must be based on unavoidable circumstances involving the safety and security of the facility.
9. All communication in connection with the process of annual leave bidding and authorization shall be in writing on the *Vacation Bidding Request* and retained with shift rosters.

## **Forms**

CS-0242      Shift Roster

CS-0243      Daily Post Assignments

Vacation Bidding Request

## **Collateral Documents**

*None*

## **Standards**

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